



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

Office Of The Under Secretary

7 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAPX  
1080 Air Force Pentagon  
Washington, DC 20330-1080

SUBJECT: Period of Performance and Obligation Authority for the Execution of Security Assistance Documents (IAPX 02018)

References: (a) SAF/IAX Policy Memo, 99012, Period of Availability Policy for the Execution of Letters of Offer and Acceptance, 7 Jun 99

(b) SAF/IAX Memo, Clarifications to Period of Availability Policy, 10 Aug 99

This policy memo supersedes the above references and establishes new Period of Performance and Obligation Authority policy for the execution of Letters of Offer and Acceptance (LOAs).

IAW AFMAN 16-101, para 4.6.3 and 4.21.3.4, the intent of the period of performance is to inform the foreign customer when the execution of a particular line on a Letter of Offer and Acceptance (LOA) will be utilized. It also identifies the timeframe in which obligation authority can be executed. It is critical the period of performance coincides with the obligation authority. When a period of performance expires, the authority to obligate funds also expires. It is the case and program manager's responsibility to monitor case periods of performance and process timely adjustments when required.

A LOA amendment (change in scope) or modification will be issued to maintain the integrity of the period of performance and obligation authority execution. Circumstances which require revisions to the periods of performance are contract slippage, contract definitization, and program delays. Under no circumstances should work continue to support LOA requirements when the period of performance expires, and corresponding obligational authority has expired. Such efforts are not covered by a valid period of performance and place unauthorized manpower charges against the LOA.

Once the period of availability expires, no new requirements can be added or funded without appropriate documentation. For manpower and travel, any requirement beyond the initial allocation or expired period of performance is considered new. Whether the requirement is new or an extension to an existing authorization, a Manpower Requirements Package (MRP) should be coordinated and submitted to SAF/IAPX for review. SAF/IAPX will allocate the appropriate manpower once the LOA has been signed and implemented.

In summary, LOA amendments/modifications should be processed to adjust period of performance whenever the case scope changes or delivery delays, whether major or minor, occur. A MRP is required to capture essential workload and ensure appropriate accounting of manpower requirements.

There are no special circumstances that allow continuance of work on a case when the period of performance has expired. A request for a waiver is not an option, since this is not a waivable policy. It is the responsibility of the case manager to monitor the case overall and focus on changes to the program schedule in a timely manner.

This policy memo will be incorporated into the revised version of AFMAN 16-101.

If you have any questions, call the SAF/IAPX POCs, Manpower - John Parker, (703) 588-8368, DSN 425-8368, email: [john.parker@pentagon.af.mil](mailto:john.parker@pentagon.af.mil); Financial - Colleen Henson, (703) 588-8975, DSN 425-8975, email: [collen.henson@pentagon.af.mil](mailto:collen.henson@pentagon.af.mil); Policy - Sheilah Boyd, (703) 588-8366, DSN 425-8366, email: [sheilah.boyd@pentagon.af.mil](mailto:sheilah.boyd@pentagon.af.mil).

//Signed//

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